

PERSON SPECIFICATION

Deputy Matron – Respiratory Inpatient Wards

Knowledge, Experience and Training required for the Post	Essential at Recruitment √	Desirable/Developed within the Role √	Measured By A – Application I – Interview P – Presentation T - Test
Qualifications	<ul style="list-style-type: none"> • Current NMC registration • Education to degree level, ideally in health related subject and speciality 	<ul style="list-style-type: none"> • Clinical Leadership/management Qualification • Quality and Safety qualification 	A
Experience	<ul style="list-style-type: none"> • Substantial management & leadership experience post registration at a senior level • Evidence of involvement in leading change in complex systems and developing programmes of care. • Substantive work experience in a relevant professional environment • Expert experience of Safety and Quality initiatives, Incident and Risk management. • Proficiency with office systems and computers. • Working knowledge of 	<ul style="list-style-type: none"> • Experience in clinical audit /benchmarking • Evidence of proactive involvement in the development of nurses / midwives and nursing and midwifery practice 	A, I

	<p>Microsoft Office e.g. Word, Excel, PowerPoint and power-bi</p> <ul style="list-style-type: none"> • Able to provide good quality and accurate reports • Evidence of extensive expert, professional knowledge supplemented by post reg. specialist managerial / leadership training and CPD • Demonstrate effective communication / negotiation skills is able to make operational judgements involving complex facts/situations • Evidence of persuasive and strong influencing skills and the ability to manage conflict • Ability to motivate and influence others • Evidence of applied change management and use of LEAN methodology 		
Knowledge and Skills	<ul style="list-style-type: none"> • Evidence of effective people management and leadership skills • IT skills, computer literacy • Evidence of 	<ul style="list-style-type: none"> • Knowledge of workforce planning • Experience in setting establishments and using workforce toolkits • Presentation skills to 	A, I

	<p>effective team work with strong analytical skills and ability to consider the wider picture</p> <ul style="list-style-type: none"> • Proven leadership and organisational skills and evidence of leadership development • Able to work hours required by the needs of the service • Demonstrates specialist expertise underpinned by theory • Knowledge of budgetary control and Standing Financial Instructions • Knowledge of key performance indicators for clinical governance • Evidence of understanding of the role of the Matron 	larger audiences.	
Additional	<ul style="list-style-type: none"> • Honest, open minded, treat colleagues with dignity and respect • Capability to work with clinicians • Demonstrate appropriate behaviours and role model Cultural change in 		

	<p>safety, change theory and behaviours</p> <ul style="list-style-type: none"> • Inspires others and leads by example • Able to participate in 'on call weekend rota • Flexible approach to work hours and service demands 		
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